



# Haryana Government Gazette

## EXTRAORDINARY

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HARYANA VIDHAN SABHA SECRETARIAT

### Notification

The 13th December, 2023

**No. EC-40/2023/161.**— In pursuance of Rule 226 and 233(12) (a, b) of the \*Rules of Procedure and Conduct of Business in the Haryana Legislative Assembly, the Hon'ble Speaker has been pleased to approve the following working Rules of the Committee on Estimates: -

### ESTIMATES COMMITTEE

#### Working Rules

1. (1) The Committee shall select from time to time for examination such of the estimates pertaining to a Department or a group of Departments or such subjects falling thereunder or such Public Undertakings as may seem fit to the Committee.

(2) The programme of work for the examination of subjects may be determined by the Committee from time to time.

*Explanation:* — For the purposes of this Rule, a public undertaking means an organisation endowed with a legal personality and set up by or under the provisions of a statute for undertaking on behalf of the Haryana Government an enterprise of industrial, commercial or financial nature or a special service in the Public interest and possessing a large measure of administrative and financial autonomy.

2. The department or departments whose estimates are to be examined by the Committee will be asked in writing by the Secretary to furnish necessary material in support of the estimates for the information of the Committee. The form in which the material is to be furnished to the Committee shall be as follows :—

- (i) The organisation of the Department and its subordinate offices. (The information should be shown in the form of diagram chart supported by short explanatory notes).
- (ii) The functions of the Department and its subordinate offices.
- (iii) Broad details on which the estimates are based.
- (iv) Volume of work in the Department and its subordinate offices covering the period of estimates and giving for the purpose of comparison corresponding figures of the past five years.
- (v) Scheme or projects which the Department has undertaken. (The names and details of the Scheme, the estimate of expenditure, period within which likely to be completed, yield if any, progress made to date, should be stated).
- (vi) Actual expenditure incurred under each sub-head of estimates during the preceding three years.
- (vii) Reasons for variations, if any, between the actuals of the past three years and the current estimates.

- (viii) Reports, if any, issued by the Department on its working.
  - (ix) Any other information that the Department may think it necessary or proper to give.
3. Before demands for supplementary grants are presented to the House, they will be brought before the Estimates Committee and be presented to the House only after the Estimates Committee have considered them. The demands for supplementary grants will be brought before the Committee with information as follows :—
- (i) Amount of Supplementary Grant.
  - (ii) Broad details on which the estimates of the Supplementary grant are based.
  - (iii) Concise statement of the item or items for which the Supplementary grant is required.
  - (iv) Whether it is intended to find the amount by re-appropriation within the grant or by asking for fresh sanction.
  - (v) Whether the proposal has been approved by the Standing Committee attached to the Department, if any, and if so, with what result ?
  - (vi) Whether the Supplementary grant is in the nature of recurring expenditure or non-recurring expenditure confined only to the year under review; if the former, full details of recurring expenditure and other financial implications should be given.
  - (vii) Any other information that the Department may think it necessary or proper to give.
4. The Department concerned will furnish 15 sets of papers referred to in Rules 2, 3 and 8 and as the case may be to the Secretary, Haryana Legislative Assembly.
5. (i) As soon as the papers are received by the Secretary, Legislative Assembly, they will be circulated to the members.
- (ii) *Supplementary Estimates* :— The Supplementary Estimates will be forwarded by the Finance Department to the Secretary who will then circulate the Estimates to the Members at least one week before the date of the meeting at which they are proposed to be considered.
- The Secretary after informal consultation with the Finance Department and under the direction of the Chairman will fix a date for the consideration of the Estimates and also inform such Heads of Departments as the Committee may wish to examine in this connection about such date.
- The comments of the Committee on such estimates will be communicated to the Finance Department as soon as possible after they are made.
6. The members after going through the papers may frame questions or raise points on which further information is required by them. These questions or points will be sent to the Secretary, Legislative Assembly at least seven days in advance of the date of the meeting. Where the Committee meets at short notice, the period of seven days referred to above may be reduced under orders of the Chairman.
7. The questions and points referred to in Rule 6 above will be circulated to members from time to time in advance of the time of the commencement of the meeting. Advance copies of the questions and points will also be sent to the Department concerned for preparing necessary replies with the request that such replies be sent to the Secretary, Legislative Assembly within a period of 10 days.
8. On the date or dates the Committee meets to consider the estimates, a representative of the Department concerned, preferably the Secretary or head of the Department and representative of the Finance Department will attend to support the estimates and to furnish such information as the Committee may ask for.
9. The Chairman of the Committee will call one by one the questions or points as set out on the order paper and the representatives of the Department concerned or the Finance Department will explain the position. If the question or point needs further elucidation, other members may be permitted by the Chairman to put oral questions. The representative of the Department concerned or the Finance Department may either reply to such questions or points at the time or arrange to furnish the information later.
10. When the examination of any part of the estimates has been completed, the Committee may make its recommendations.
11. Copies of the recommendations will be sent to the Finance Department for such action as may be necessary. Copies may also be furnished to such other authority either for information or for action as the Chairman or the Committee may direct.
12. A record of the proceedings of such meeting of the Committee will be kept by the Secretary.
13. After the Committee adjourns, the Secretary shall, as soon as possible, circulate the draft proceedings of the Committee to each member of the Committee for comments which shall be sent to the Secretary within one week of

the time of receipt. If no comments are received, the proceedings will be signed by the Chairman as being correct. In case any comments are received the proceedings shall be corrected as the Chairman may direct and shall then be signed by him.

**14.** The Secretary shall note the points on which further information is required by the Committee and under the directions of the Chairman take such action as may be necessary.

**15.** Any additional points of procedure which are formulated from time to time shall be incorporated in these rules.

**16.** As soon as each report has been completed, it will be printed and circulated at the appropriate time. A complete index will be added to the reports after they have been completed.

**17.** On the Commencement of these Rules, the Working Rules of the Committee on Estimates in Punjab Legislative Assembly as adopted and modified by the Speaker, Haryana Vidhan Sabha, vide notification No. HVS/EC-40/2005/53 dated 02.09.2005, shall stand repealed:

Provided that anything done or any action taken under any of the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

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By order of the Hon'ble Speaker.

RAJENDER KUMAR NANDAL,  
Secretary.